

# Government Documents Department Information and Procedures: Home

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## About The Department

We are an FDLP Library (0568A) and a South Carolina State Depository. In addition to our depository statuses we are also a Department of Energy Reading Room in which we have a collection of CDs and DVDs which contains reports, memos, letters and other documents related to the work at the Savannah River Nuclear Site. Also included in the department are books which not depository materials but are government related publications.

Hours 8 am - 5 pm

Librarian hours 8:30 am - 5:00 pm (variations include evening and Sunday hours during Fall and Spring semesters)

Government Documents Assistant 8 am- 4:30 pm

## Library Staff



## Federal Depository

We are a member of the Federal Depository Library Program #0568A. As a member we are a selective depository with a selection rate of approximately 16%. The publications received from the Government Publishing Office are divided into a circulating and reference collection. The department also contains "Special Collections" which are publications purchased from other sources and are not government produced publications but have information related to the government and its institutions. As a Federal Depository Library we are mandated to follow all requirements as set forth in the [Legal Requirements and Program Regulations of the Federal Depository Library Program](#). A print copy of the requirements is available in the Government Document Librarian's Office.

All documents from GPO are required to be cataloged. If current holdings are available in Millenium Cataloging the government documents will catalog the items otherwise the items will need to be sent Columbia for cataloging via the courier. See instructions for Courier shipments.

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## PROCESSING FEDERAL DOCUMENTS

Government Assistant/Student Assistant

When Federal Documents arrive, using a permanent marker label the date of arrival of the documents. After opening the box/envelope find the shipping list for each item in the box. Highlight each item received on the shipping list.

### Federal Depository Shipping List

Shipping List Number: 2016-0337-P		
Shipping List Date: August 26, 2016		
Shipping Date: August 26, 2016 at 09:00 AM		
Shipping Method: Standard		
Shipping Address: 10000 University Ave, Suite 100, Houston, TX 77055-1400		
Shipping Contact: Dr. David L. Williams, 281-243-2222, dlwilliams@rice.edu		
Shipping Reference: Rice University		
Item Number	Classification Number	Title
0000-01	1.0-1.2 1-2-2016	Journal of the American Statistical Association, August 2016, Vol. 121, No. 562, 1200-1201, 1202-1203, 1204-1205, 1206-1207, 1208-1209, 1210-1211, 1212-1213, 1214-1215, 1216-1217, 1218-1219, 1220-1221, 1222-1223, 1224-1225, 1226-1227, 1228-1229, 1230-1231, 1232-1233, 1234-1235, 1236-1237, 1238-1239, 1240-1241, 1242-1243, 1244-1245, 1246-1247, 1248-1249, 1250-1251, 1252-1253, 1254-1255, 1256-1257, 1258-1259, 1260-1261, 1262-1263, 1264-1265, 1266-1267, 1268-1269, 1270-1271, 1272-1273, 1274-1275, 1276-1277, 1278-1279, 1280-1281, 1282-1283, 1284-1285, 1286-1287, 1288-1289, 1290-1291, 1292-1293, 1294-1295, 1296-1297, 1298-1299, 1300-1301, 1302-1303, 1304-1305, 1306-1307, 1308-1309, 1310-1311, 1312-1313, 1314-1315, 1316-1317, 1318-1319, 1320-1321, 1322-1323, 1324-1325, 1326-1327, 1328-1329, 1330-1331, 1332-1333, 1334-1335, 1336-1337, 1338-1339, 1340-1341, 1342-1343, 1344-1345, 1346-1347, 1348-1349, 1350-1351, 1352-1353, 1354-1355, 1356-1357, 1358-1359, 1360-1361, 1362-1363, 1364-1365, 1366-1367, 1368-1369, 1370-1371, 1372-1373, 1374-1375, 1376-1377, 1378-1379, 1380-1381, 1382-1383, 1384-1385, 1386-1387, 1388-1389, 1390-1391, 1392-1393, 1394-1395, 1396-1397, 1398-1399, 1400-1401, 1402-1403, 1404-1405, 1406-1407, 1408-1409, 1410-1411, 1412-1413, 1414-1415, 1416-1417, 1418-1419, 1420-1421, 1422-1423, 1424-1425, 1426-1427, 1428-1429, 1430-1431, 1432-1433, 1434-1435, 1436-1437, 1438-1439, 1440-1441, 1442-1443, 1444-1445, 1446-1447, 1448-1449, 1450-1451, 1452-1453, 1454-1455, 1456-1457, 1458-1459, 1460-1461, 1462-1463, 1464-1465, 1466-1467, 1468-1469, 1470-1471, 1472-1473, 1474-1475, 1476-1477, 1478-1479, 1480-1481, 1482-1483, 1484-1485, 1486-1487, 1488-1489, 1490-1491, 1492-1493, 1494-1495, 1496-1497, 1498-1499, 1500-1501, 1502-1503, 1504-1505, 1506-1507, 1508-1509, 1510-1511, 1512-1513, 1514-1515, 1516-1517, 1518-1519, 1520-1521, 1522-1523, 1524-1525, 1526-1527, 1528-1529, 1530-1531, 1532-1533, 1534-1535, 1536-1537, 1538-1539, 1540-1541, 1542-1543, 1544-1545, 1546-1547, 1548-1549, 1550-1551, 1552-1553, 1554-1555, 1556-1557, 1558-1559, 1560-1561, 1562-1563, 1564-1565, 1566-1567, 1568-1569, 1570-1571, 1572-1573, 1574-1575, 1576-1577, 1578-1579, 1580-1581, 1582-1583, 1584-1585, 1586-1587, 1588-1589, 1590-1591, 1592-1593, 1594-1595, 1596-1597, 1598-1599, 1600-1601, 1602-1603, 1604-1605, 1606-1607, 1608-1609, 1610-1611, 1612-1613, 1614-1615, 1616-1617, 1618-1619, 1620-1621, 1622-1623, 1624-1625, 1626-1627, 1628-1629, 1630-1631, 1632-1633, 1634-1635, 1636-1637, 1638-1639, 1640-1641, 1642-1643, 1644-1645, 1646-1647, 1648-1649, 1650-1651, 1652-1653, 1654-1655, 1656-1657, 1658-1659, 1660-1661, 1662-1663, 1664-1665, 1666-1667, 1668-1669, 1670-1671, 1672-1673, 1674-1675, 1676-1677, 1678-1679, 1680-1681, 1682-1683, 1684-1685, 1686-1687, 1688-1689, 1690-1691, 1692-1693, 1694-1695, 1696-1697, 1698-1699, 1700-1701, 1702-1703, 1704-1705, 1706-1707, 1708-1709, 1710-1711, 1712-1713, 1714-1715, 1716-1717, 1718-1719, 1720-1721, 1722-1723, 1724-1725, 1726-1727, 1728-1729, 1730-1731, 1732-1733, 1734-1735, 1736-1737, 1738-1739, 1740-1741, 1742-1743, 1744-1745, 1746-1747, 1748-1749, 1750-1751, 1752-1753, 1754-1755, 1756-1757, 1758-1759, 1760-1761, 1762-1763, 1764-1765, 1766-1767, 1768-1769, 1770-1771, 1772-1773, 1774-1775, 1776-1777, 1778-1779, 1780-1781, 1782-1783, 1784-1785, 1786-1787, 1788-1789, 1790-1791, 1792-1793, 1794-1795, 1796-1797, 1798-1799, 1800-1801, 1802-1803, 1804-1805, 1806-1807, 1808-1809, 1810-1811, 1812-1813, 1814-1815, 1816-1817, 1818-1819, 1820-1821, 1822-1823, 1824-1825, 1826-1827, 1828-1829, 1830-1831, 1832-1833, 1834-1835, 1836-1837, 1838-1839, 1840-1841, 1842-1843, 1844-1845, 1846-1847, 1848-1849, 1850-1851, 1852-1853, 1854-1855, 1856-1857, 1858-1859, 1860-1861, 1862-1863, 1864-1865, 1866-1867, 1868-1869, 1870-1871, 1872-1873, 1874-1875, 1876-1877, 1878-1879, 1880-1881

Insert Blue U.S. Documents Processing Slip into or attach with paper clip to each document.

Documents should be processed within 2 weeks of arrival. The following items are needed for processing:

- Shipping List
- Date Stamp
- Barcodes
- Security tag

Log Ins		
SITE	USER Name	PASSWORD
FDLP		
GPO HELP		
Gov Doc Gmail		
Gov Doc Computer*		

Public computer keyboard and mouse and stored in librarian's office.

The U.S. Document Processing slip needs to be completed as in the example. From the Shipping List write the title, SuDoc number, Shipping list number and Shipping Date. The B number will be entered by the librarian.

U.S. Document  
Processing

Date: January 10, 2014

Title: The United States

SuDoc: 101-2-10101

Shipping list: 101

Shipping date: 1/10/2014

Shipping to: Columbia

B number:

Date is the date processed

#### Title Page processing

- On the title page stamp the date item was received.
- If the librarian has provided the b number write it in pencil in the top left corner
- Write the call number in pencil in the top right corner (see instructions for spine label processing)

#### Final Processing

- Attach barcode to inside back cover centered near top edge
- Attach security tag onto a blank area of a page inside the document. If no area is available attach to the fly leaf or back inside cover.

#### Cataloging

- Once processing has been completed. All FDLP items must be added to the catalog.
- Search the catalog by SuDoc number, if the item has not yet been cataloged in Millenium ship the item via courier to Thomas Cooper Library. Prior to shipping, property stamp or place other identifying label to the item and make note on the processing slip that the item is being shipped to Columbia. If a record has already been added to the catalog add an item record according to instructions provided by the Thomas Cooper Cataloging Dept.

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### Current Projects

#### *Retroactive Cataloging Project*

Approximately in 1999 Federal Documents were no longer cataloged and put in an Access Database. When the FDLP Legal Requirements were revised in 2012, full cataloging was required of all government documents. It was determined in order to comply with the new regulations it was necessary to identify items which have not been cataloged. As we went through the federal documents, we discarded outdated and obsolete materials according to the revised requirements. Items already cataloged were marked with small pink dot near the top edge of the spine. Once the cataloging is complete, a report will need to be run to determine the actual size of the collection.

### Future Projects

#### *South Carolina Documents*

At this time South Carolina Documents are not being cataloged. As with the federal documents cataloging of these items was discontinued in favor of an electronic shelf list. Since getting federal documents cataloged was high priority due to legal requirements as an FDLP it was determined that cataloging South Carolina Documents would have to wait until the federal documents project was completed.

# Government Documents Department Information and Procedures: Shelving Information

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## Shelving Information

Shelving Items.

Stacks- The collection is divided into several categories :

- Federal Reference Documents (non-circulating)
- Federal Circulating Documents
- SC Documents (may be checked out with the approval of the Government Information Librarian)
- Special Collections a combination of Federal and State resources which are privately published and distributed.
- Department of Energy Reading Room Documents
- Nuclear Energy Publications and other publications related to the history of the Savannah River Site

Maps Case:

- Assorted USGS maps
- PREX maps
- SC maps
- Assorted Posters

Filing Cabinets\*

Black Cabinets:

- Federal and SC Electronic Media (CDs and DVDs)
- Loose leaf Documents
- Federal Pamphlets

Beige Cabinets:

- DOE Electronic Media

\* These cabinets are kept locked except when in use. Keys are in the Government Information Librarian's Office